

SECRET

[Redacted]
Copy 5 of 6

25X1

May 23, 1956

Lockheed Aircraft Corporation
Burbank, California

Attention: [Redacted]

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Dear Sir:

This is to advise you that your employee, [Redacted] received an advance in the amount of \$993.70 to cover the cost of an air ticket from an overseas installation on approximately May 20, 1956.

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Even though our memorandum of understanding, in particular page 3, paragraph 3, makes no provision for this type of transaction it appeared to be necessary in connection with the individual's temporary duty assignment and accordingly the advance was effected.

I should like to suggest that the most desirable method of cancelling an item of this nature would be for the Lockheed Aircraft Corporation to debit [Redacted] in the amount advanced and draw a check in favor of [Redacted] in like amount. The check should be forwarded to my attention through existing facilities for disposition.

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In the event this suggestion may not, for some reason, be followed by the Lockheed Aircraft Corporation your suggestion of a system for handling will be appreciated at the earliest practicable date.

Doug

Distribution:

- 041 - Addressee
- 3 - GFX
- 4 - Com. SSC-56
- 5 - JEC
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